
Mission

To provide internal support to the County through the delivery of seamless operational and administrative support.

Business Strategy

The Administrative Services Department oversees the following functions: Facilities Maintenance, Fleet Services, Risk Management, and Support Services.

Objectives

Provide assistance and oversight to all County agencies by delivering programs that focus on quality customer service, accountability, and efficiency.

Define, develop, and efficiently implement policies and procedures that meet the business objectives of the organization.

Develop cost effective processes and implement new technologies to maximize County resources and increase County productivity.

Department: ADMINISTRATIVE SERVICES **Seminole County**
Division:
Section: ADMINISTRATION **FY 2002/03**

	2000/01 Actual Expenditures	2001/02 Adopted Budget	2002/03 Adopted Budget	% Change 2002/03 Over 2001/02
EXPENDITURES:				
Personal Services	179,365	196,008	221,743	13.1%
Operating Services	220,075	14,096	14,372	2.0%
Capital Outlay	0	0	0	
Debt Service	0	0	0	
Grants and Aid	0	0	0	
Reserves/Transfers	0	0	0	
Subtotal Operating	399,440	210,104	236,115	12.4%
Capital Improvements	0	0	0	
TOTAL EXPENDITURES	399,440	210,104	236,115	12.4%
FUNDING SOURCE(S)				
General Fund	399,440	210,104	236,115	12.4%
TOTAL FUNDING SOURCE(S)	399,440	210,104	236,115	12.4%
Full Time Positions	3	3	3	
Part Time Positions	0	0	0	

New Programs and Highlights for Fiscal Year 2002/03

Capital Improvements	2002-03	2003-04	2004-05	2005-06	2006-07
Total Project Cost	0	0	0	0	0
Total Operating Impact	0	0	0	0	0